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## MEMORANDUM

TO: Employers Covered by the South Carolina Retirement Systems

FROM: Financial Employer Services

DATE: August 27, 2010

RE: Installment Service Purchase Remittances

In our continuing effort to provide enhanced service to our members and employers, the South Carolina Retirement Systems has created an improved method of submission by employers of member installment service purchase remittances. The previous paper form 3229 has been replaced by an online interactive version which provides real-time information concerning members' installment accounts through the use of color coding and informational text such as:

- Green = New program participant
- Yellow = Maturing payment amount and date due
- Red = Final payment
- Delinquent accounts will display the words **Past Due** in Red

The new online remittance process is now available through Electronic Employer Services (EES), and we are strongly encouraging employers to remit using this method. If you do not have an EES User ID, please contact Joyce McDonald at 803-737-3725.

### Instructions for completing the online remittance form

1. Enter your User ID and password at <https://ees.retirement.sc.gov/ees/logon.jsp>.
2. On the South Carolina Retirement Systems EES home page, click Installment Accounting.
3. Key in, or choose the pay date from the calendar and click **Next**.
4. The screen will populate with Employees Name, Note ID Number, Deferred and Non-Deferred Deduction Amounts and applicable payment type notifications.
5. Enter the check number and Click **Create PDF**.
6. Print the PDF document and mail it with the check in the tan envelope (for additional tan envelopes please contact the Service Accounting Department at 803-737-6904).

It is the employer's responsibility to submit payments within five (5) calendar days from the members pay date. Late notices will be sent to employers that are delinquent. Please direct any questions to the Service Accounting Department at 803-737-6904.